

Eslam Hamdy Ibrahim Douidar



Personal Information

Date of Birth : 7/6/1981
Place OF Birth : Saltant OF Oman
Nationality : Egyptian
E-Mail : islamdewdar@gmail.com
Address : Dubai, UAE
Tel : **Mob in UAE: 00971567742871 (Current User Cellular)**
: **Mob in Egypt: 0020122947411** **Home: 002035455524**
Marital Status : Married

Education:

Bachelor Degree: Commerce
Alexandria University - Faculty of Commerce



Computer and Hotels Operating System Skills

- 1- Excellent in All Microsoft Office Programs.
- 2- Excellent in Fidelio 6.20 (Hotels Operating System)
- 3- Excellent in Opera System (Hotels Operating System)
- 4- Excellent in Micros (Hotel Operating System F&B)
- 5- Excellent in Sun System and vision (Back Office System.)
- 6- Excellent in ERP System.
- 7- Excellent in Material Control (EAM, FMC)
- 8- Excellent in Payroll Package from Herms Payroll System.
- 9-- Excellent in Loyalty system.

Language:

- 1- Arabic (Mother Tongue)
- 2- English (Fluent)

Training:

- 1- Junior Management
- 2- Train for Trainer
- 3-Performance Management Intelligence
- 4- Profit Maximization through Effective Management of Cost & Budget
- 5-IFRS- Master Class
- 6-Internal Audit – Planning Management & Control
- 7-Managing Working Capital for Operation Decisions.

Work Experience:

1 - Address Hotel and Resorts

Address Hotels and Resorts-Shared Service

Vida Hotels and Resorts

U By Emaar.

Staff Accommodation

Ease unbranded – Hotel Apartments

Vida Downtown Hotel Apartments

Vida Hills Hotel Apartments



Finance Manager (Oct 2016 - Present)

- Responsible of Management fees Revenue and Technical fees and Branding fees for the group.
- Responsible to prepare and provide share service between the Address hotels + Resorts & Rove Hotels & Vida hotels + Resorts & Emaar hospitality group & Life Style dining.
- Preparation of Annual Financial Statements in accordance with IFRSs
- Provide supervision of the annual internal and external audits
- Responsible for preparing and reviewing annual budgets, monthly forecasts, operating results.
- Responsible for the properties overall accounting and financial management requirements.
- Responsible to represent the finance department during weekly meetings.
- Responsible for the local tax authority compliance of the hotel.
- Responsible for verifying all financial reports and ensuring that all transactions are accurate and in compliance with local government regulations.
- Able to effectively implement all accounting policies and procedures.
- Able to assist with revenue enhancement possibilities.
- Able to assist with profit improvement opportunities for the hotel operations.
- File the local tax with the concerned authority on a monthly/regular basis.
- Monitor and improve hotels operation costs, profitability and manage business risks.
- Lead the transformation of accounting operations to the shared service center
- Perform detailed analysis of accounts, prepare month-end reports, and presented findings to top level management
- Conduct a review of the monthly Business Activity Statements and balance sheet reconciliations.
- Responsible to build a team of professionals to support Record to Report activities & ensure the financial accounts are accurate and in compliance with policies.
- Functional ownership of general ledger related aspects and oversight of all other financial functions of the Shared Service Center and other entities.
- Responsible for designing and implementing service level agreements with all business stakeholders
- Provide monthly business reviews to evaluate business performance and ensure alignment with overall corporate objectives
- Provide strong accounting and reporting services for all property owners.
- Adhere to best practices for providing a secure, stable working environment in each of our hotels.
- Ensured that internal controls are communicated and implemented in a timely manner to safeguard owners' assets
- Lead U BY EMAAR from Financial Functions.

2- Emaar Hospitality Group: Dubai – UAE

The Address Dubai Mall Hotel and Residence.



Chief Accountant (Feb 2016 - Sep 2016)

Management Accountant (Jul 2015 - Feb 2016)

- Day to day financial operations with regard to financial Accounting include Accounts Receivable, General Ledger, Accounts payable, Project Costing.
- Preparing monthly detailed management reports (MIS).
- Independently liaising with external auditors for preparation of audited financials.
- Documenting and monitoring internal controls in support of auditing team

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Agreement of team of full time accountants in head office regional head quarter.
- Allocation of fixed assets depreciation to projects based on the monthly reports for the actual use of fixed asset.
- Checking of shipping documents for letter of credit (import and export).
- Checking the packing list from the Purchase department with the confirmation from the Warehouse Department and updates inventory system.
- Conducting Internal Inventory Auditing whenever the company facing stock discrepancies.
- Coordinate with HRD department for payroll and accruals and other governmental expenses to ensure proper accruals for the accounting period.
- Coordinated & resolved various issues with bank such as loan adjustments, and submission of various reports required by banks (stock statements, receivables statements, payables statements etc.) & computed Bank Reconciliation statements.
- Ensure correct allocation of expense type, and GL account code were entered and cost allocated is budgeted.
- Inter Company reconciliation and prepare statement for cost recharge for other business lines and subsidiary companies.
- Knowledge of shipping document (commercial invoice, origin certificate, packing and weight list, Bill of landing BL , Export Document ED , Phyto, Transits, Bill of entry , insurance certificate etc.)
- Manage effectively supplier's payments and sign all journal entries and payment vouchers to ensure proper coding and documentation to the company policies and procedures.
- Manage financial aspects of project-related joint venture relationships.
- Monitoring, reviewing and managing control procedures overall revenue and expenditure including reviewing commercial contracts for their financial impact.
- Preparation of Annual Financial Statements in accordance with IFRSs and ISAs.
- Prepare the weekly costs analysis reports and reconciliation of costs report with project cost management team.
- Preparing monthly expenses accruals and maintains a control sheet for all prepaid expenses and prepare the journal entries for the monthly amortization of prepaid expenses to the respective cost centers.
- Review A/P invoices for appropriate documentation and approval and ensuring proper backups are provided, amounts are matching the related PO and verifying the quantity with GRN.
- Review all petty cash reimbursements for proper documentation and to ensure adherence to petty cash policies and procedures.
- Supervising and handing payroll process (as per new UAE's WPS standard) & yearly benefit reimbursement for employees.
- Supervision of daily banking activities and ensure compliance with group guidelines. Preparing Bank reconciliations for bank accounts and cash position report on monthly basis.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.

3- Taj Palace Hotel: Dubai – UAE

Senior Accountant (Jun 2010 - Jun 2015)



4-Habitat 5 Star Hotel: Jeddah - Saudi Arabia

Assistant Chief Accountant & Owner's Representative (Jul 2008 - Mar 2010)

5-Pharos University in Alexandria-Egypt

Accountant (Jun 2007 – Jul 2008)

6-Paradise inn Group Hotels & Resorts: Egypt

General Accountant (Aug 2005 – May 2007)

**Thanks
Eslam Douidar**